



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
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NGB-J1-TNS

13 February 2006

MEMORANDUM FOR THE HUMAN RESOURCES OFFICERS OF ALL STATES, THE COMMONWEALTH OF PUERTO RICO, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: Guidance for Effecting Management Directed Changes to the Lower Grade (CLG) –(TN-06-08)

1. NGB-J1-TNS recently became aware that states are processing management directed changes to lower grades to include coding of grade and pay retentions. Awarding grade retention is no longer a valid action in conjunction with CLG. States are using an obsolete Memorandum dated 26 January 1999, same subject, in effecting these actions. This memorandum is to bring to your attention the most current regulation regarding grade and pay retention.
2. In accordance with 5 CFR 536.103, Grade Retention applies for a period of two years as a result of a Reduction in Force, that includes Transfers of Functions (TOF), or Reclassification procedures. Pay retention applies as a result of expiration of the two year period of grade retention; Reduction in Force/TOF and reclassification actions; elimination of scheduled rates, special schedules or special rates; placement into non-special rate position or into lower special rate position from special rate position; placement in a position in a lower wage area or different pay schedule or placement in a formal employee upward mobility program. The Adjutant General of the agency may also grant pay retention to individuals whose pay is reduced as a result of a non-disciplinary management action.
3. Should you have questions or require additional information regarding Management Directed CLGs and grade and pay retentions, contact Yuko Meegan, NGB-J1-TNS at DSN 327-3155, commercial 703-607-3155, or yuko.meegan@ngb.af.mil. This memorandum will expire one year from date of publication unless sooner rescinded or superseded.


JIMMY L. DAVIS, JR.

Colonel, USAF

Chief, Office of Technician Personnel